

Marian University College

(A Constituent College of St. Augustine University of Tanzania)



JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN MARIAN UNIVERSITY COLLEGE (MARUCO) FOR ACADEMIC YEAR 2017/2018

Congratulations for being one of the students selected to join into **Bachelor Degree/Diploma/Certificate** in the academic year 2017/2018. All selected students are required to read, understand and abide by instructions provided hereunder.

LOCATION OF MARIAN UNIVERSITY COLLEGE

Marian University College (MARUCO) is located in Bagamoyo town at along MANGO STREET. The University College area is located to North West of DAR ES SALAAM (66 km) and has access from MSATA (63 km) located along Chalinze-Segera road. The University College could also be reached from MLANDIZI (45 km). The University College is 500 m from the Indian Ocean shore and beach called Msalabani Pilgrim and Stella Maris Hotel. The main entrance to MARUCO is opposite Msalabani Mini Supermarket along Mango Street to Marian Girls Secondary School and the Roman Catholic Museum Center.

DATE OF ARRIVAL COMMENCEMENT OF CLASSES:

All selected students are required to report at Marian University College Campus in Bagamoyo and Students will be received for registration from **Saturday 21nd October, 2017** between 09.00 and 16.00 hours. The orientation activities will starting on **24-27 October, 2017** and all 1st year students are required to participate in the orientation programme. More information will be given on arrival. Classes to all MARUCO Students will commence/begin on **30th October, 2017** and registration process will end on **10th November, 2017**.

ACADEMIC ACTIVITIES

Marian University College academic activities run from Monday through Saturday. Since English is the medium of instruction at the University Level, ALL MARUCO students are urged to start practicing to improve their English.

REGISTRATION OF ALL MARIAN STUDENTS:

Registration will commence on the same day of arrival on Saturday **21st October, 2017** and **Registration Deadline** for ALL MARUCO students (First, Second and Third Year) will be on **4th November, 2017**. **Late registration** after the deadline **4th November, 2017** is liable to a penalty of Tshs 100,000/= (One hundred thousand) that is on **10th November 2017**. Late registration will be up to **two weeks** from start of classes.

REQUIREMENTS FOR REGISTRATION

All selected students shall be registered after fulfillment of the following:

(i) Fees Payment

- (a) **No student shall be allowed to register** or attend classes unless the required Administrative fees have been paid as per Fee structure instruction. Submit the **Original of Bank Deposit Slip** indicating clearly your name, course and year study. Fee structure is available on MARUCO website www.maruco.ac.tz.
- (b) Bring the **Original Pay in Slip** with you. Cash, cheques, scanned pay in slips; faxes, emails of confirmation of payments and any other form of payments are not acceptable.
- (c). Fees paid will not be refunded if a student withdraws or leaves the University.

(ii) Documents for Registration

- (a) **All students must bring Original Certificates** of Form 4, Form 6 or Diploma/Certificate (for candidates selected under equivalent qualifications) and **Original Birth Certificate**. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable. However, **Original Result Slips for only Form 6 may be accepted**).
- (b) **No Student will be registered without submission of Original (academic or non academic) certificates and transcripts.**
- (c) Students shall be registered under the names appearing in the O-Level Certificates submitted during application. No change of names shall be accepted unless all requirements provided under MARUCO Students' By - Laws have been observed.
- (d) Students must register for the programme which they have been admitted. **No change of Programme shall be accepted.**

(iii) DURING AND AFTER REGISTRATION

- (a) Students shall commit themselves in writing to abide by the College's Rules and Regulations as required in the registration form. A copy of the students Rules and Regulations shall be made available to the student through the Library and MARUCO website www.maruco.ac.tz. Students are encouraged to read and abide by them.
- (b) Students shall be issued Identification Cards, which they must carry all times and which shall be produced when demanded by appropriate University College Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.
- (c) Loss of the Identity Card should be reported to the Office of Dean of Students, where a new one can be obtained after paying an appropriate fee (currently Tshs. 20,000/=) as stipulated under MARUCO Rules and Regulations.

- (d) A student registered for a programme at Marian University College may not enroll concurrently in any other institution without special permission in writing of the appropriate Authority of the University College.

PAYMENT OF FEES

Payment of Tuition Fee and Administrative Fees should be made to:

Account Name: Marian University College, **Account Number:** 0150432863700, CRDB Bank, Bagamoyo Branch. Submit Original of Bank Pay Deposit Slip indicating clearly your **Name, Degree Programme** and **Year of study**.

ACCOMMODATIONS

MARUCO has limited accommodation facilities both On-Campus and Off-Campus, therefore the College accommodation is not guaranteed. Students who opt for In-Campus accommodation should NOT PAY for the accommodation until a room has been allocated. Rooms will be allocated after registration and on request. Allocation will be on the basis of first come first served. Priority will be given to foreigners, students with physical disabilities and first year female students.

Most students will be accommodated Off-Campus and have to take care of their accommodation arrangements. The University College is not directly involved in looking Off-Campus accommodation however assistance may be obtained from the office of the Dean of Students.

MEALS, BOOKS AND STATIONARY ALLOWANCES

- (a) **Meals:** MARUCO does not offer meals to students, however, private run – catering facilities are available on campus, around the campus and around Off-Campus hostels. Students are free to take their meals whenever they choose at their own expense. Pegged on government rates a total sum of 7,500/= is recommended for meals and accommodation per day.
- (c) **Books, Stationary** and other Learning Facilities: Students are required to purchase their own stationary, books and other learning facilities (e.g. calculator) as recommended by their course instructor(s). Pegged on government rates a sum of 200,000/= is recommended per annum.
- (d) Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee. All sponsors are required to pay those allowances directly to the student. Do not pay them through MARUCO.

RELEASES FROM EMPLOYERS

- (a) The Marian University College is not responsible to any employed students who register without a letter of release from their employer. Students need to settle their permission for study with their employers.

- (b) Priests are required to obtain their “celebrate” from their respective Superior General or Local Ordinary.

FINANCIAL ASSISTANCE AND SCHOLARSHIP

All students are required to settle their sponsorship before registration. Students under HESLB are reminded to read carefully guidelines and criteria for issuing loans for the academic year 2017/2018 under HESLB website (www.heslb.go.tz).

RELIGIOUS ACTIVITIES

MARUCO recognizes the individual’s right of worship. Students are therefore advised to use the facilities available for religious services around the campus without interfering academic activities with run from Monday through Saturday.

GENERAL CONDUCT

- (a) Students are required to demonstrate good behavior within and outside the MARUCO Campus. Students must follow MARUCO Students’ By – Laws rules and regulations.
- (b) Failure to observe and fulfill MARUCO rule, regulations and By – Laws will attract a disciplinary action which may include expulsion from the studies.

COMMUNICATION

Students registered at MARUCO are required to regularly consult Notice Boards and the College website (www.maruco.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at MARUCO such as time table, almanac and examination results.

For more information please contact us.

Marian University College

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E-mail: admission@maruco.ac.tz

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NB: PLEASE VISIT OUR WEBSITE FREQUENTLY TO GET UPDATES IF ANY

God Bless You and Karibu

Sr. Praxeda Baltzar

(Admissions Officer